

Chapter 6: Financial Management

1/06

Accessing Financial Management Screens

This section contains general instructions for accessing screens and reports from the Circuit Financial Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the financial management screens and reports:

- Open For Day
- Daily Cash Receipts Journal
- Transmittal Worksheet
- Adjustment Screen
- Close
- Reprint Receipt
- Bond Report
- Restitution Report
- Balances Report
- Summary of Audited Accounts
- Combined Transmittal
- Cash Code Maintenance
- Cash Code List
- Payable Event Codes
- History Transactions
- Crime Victim Rights Report
- Forensic Assessments Report
- Purge History Transactions
- Assessments Audit Report
- Account History

ACCESSING FINANCIAL MANAGEMENT

Overview

The financial management screens allow you to post and list information collected when cash receipts are entered: either court related through the clerk screen or non-court related through the cash receipting option.

The financial management screens can be accessed from the Circuit Financial menu. The next transaction line is used only within a screen to access the next record. The next transaction line is not used to change screens.

The Circuit Financial Management Menu

The Circuit Financial Management Menu (Figure 128) displays when you select Financial Menu from the Circuit Court Master Menu or exit one of the financial management screens. This menu lists functions and reports that can be executed and includes fields for selection criteria for some of the options, as well as an option to **[PAGE DOWN]** to the second screen (Figure 129) for additional choices.

CIRCUIT FINANCIAL MANAGEMENT MENU			
COUNTY <u> 3 </u>		FINANCIAL LOCATION <u> 1 </u>	PAGE 1 OF 2
<u> </u> OPEN FOR DAY			
<u> </u> DAILY CASH RECEIPTS JOURNAL	CASHIER: <u> </u>	CASHIER TOTALS (Y/N): <u> </u>	
	DA/MO/YR	ACCOUNT NUMBER	
<u> </u> TRANSMITTAL WORKSHEET FOR:	<u> </u>		
<u> </u> ADJUSTMENT	FOR:	<u> </u> . <u> </u> - <u> </u> - <u> </u> . <u> </u> - <u> </u> - <u> </u>	
<u> </u> CLOSE	FOR:	<u> </u>	
<u> </u> REPRINT RECEIPT	RECEIPT NUMBER: <u> </u>		
<u> </u> BOND REPORT	ACTIVE: <u> </u>	TYPE: <u> </u>	CASE TYPE: <u> </u>
	DATE: <u> </u>	THRU <u> </u>	
<u> </u> RESTITUTION REPORT	JUDGE: <u> </u>	UNAPPLIED: <u> </u>	DETAIL: <u> </u>
	DATE: <u> </u>	THRU <u> </u>	
<u> </u> BALANCES REPORT	DATE: <u> </u>	THRU <u> </u>	JUDGE: <u> </u>
	CRIMINAL: <u> </u>	CIVIL: <u> </u>	CASH CODE: <u> </u>
<u> </u> SUMMARY OF AUDITED ACCT	DATE: <u> </u>	JUDGE: <u> </u>	DETAIL: <u> </u>
<u> </u> COMBINED TRANSMITTAL			
<u> </u> CASH CODE MAINTENANCE			
<u> </u> CASH CODE LIST			
<u> </u> PAYABLE EVENT CODES			
HELP			
PAGE DOWN=PAGE 2		F22=DISPLAY SUBMITTED JOBS	F23=DISPLAY PRINT
			F24=EXIT

Figure 128. Sample Circuit Financial Management Menu - Page 1

To access any of the financial management screens, type an **X** in the field preceding the desired job title. Several of the cash jobs require additional data (i.e. account number, processing period, date range, etc.); these are discussed in the sections dealing with each job. You may select only one job at a time.

Report jobs are processed in Batch mode. After selection has been made the report is sent to the job queue, executed, and printed as soon as resources are available on the system. You may continue working with other areas of the CCS.

CIRCUIT FINANCIAL MANAGEMENT MENU			
COUNTY	3	FINANCIAL LOCATION	1
			PAGE 2 OF 2
__ HISTORY TRANSACTIONS	DATE: ____	THRU ____	TYPE: ____
	____.____-	____.____-	____
__ VICTIM RIGHTS REPORT	DATE: ____	THRU ____	
__ FORENSIC ASSESSMENTS	DATE: ____	THRU ____	
__ PURGE HISTORY	DATE: ____	THRU ____	
__ ASSESSMENTS AUDIT REPORT	DATE: ____	THRU ____	USER: ____
__ ACCOUNT HISTORY	DAYS SINCE LAST PAYMENT: ____	JUDGE: ____	
	REPORT: __		
	STATEMENTS: __	UPDATE ROA WITH: ____	(OPTIONAL)
PAGE UP=PAGE 1 F22=DISPLAY SUBMITTED JOBS F23=DISPLAY PRINT F24=EXIT			

Figure 129. Sample Circuit Financial Management System Menu - Page 2

OPEN FOR DAY

Overview

The Open for Day option allows you to open for the current day's cash receipt business. Transaction files are first edited to ensure that the previous day's business was closed properly.

If any AMOUNT RECEIVED - TODAY field in the cash codes file is not zero (0), the message "Previous Day's business has not been closed. Please run Close for Day, then Re-run Open for Day" appears and this option is canceled.

You must run the close option for the day (see CLOSE section in this chapter) then re-run the OPEN FOR DAY option.

When the day is successfully opened, cash receipts business may proceed. If you have selected the option to print cash receipts in the cash system file (see Chapter 5), a receipt will be printed indicating "Opened for Day".

The Open for Day option should be executed once per day, before the day's business is begun.

Executing the Option

The Open for Day option is selected by typing information in the following field:

OPEN FOR DAY

Type **X** to the left of this field.

Press **[ENTER]**, the Financial Menu redisplay upon completion.

DAILY CASH RECEIPTS JOURNAL

Overview

The Daily Cash Receipts Journal is a list of all cash receipts generated for the day. The report is sequenced by receipt number listing who the money was received from and each fund account the money was distributed to. This report will aid in balancing cash received at the end of the day and can be kept for reference by an auditor.

The Daily Cash Receipts Journal report may be selected and printed as often as necessary throughout the day. It can be run for cashier, which includes only that cashier's totals or for all cashiers.

BAY COUNTY CLERK CASH RECEIPTS JOURNAL						ARLENA CRAVEN
						DATE: 6/03/99
						TIME: 9:10:10
						PAGE: 1
DATE	RECEIPT NUMBER	RECEIVED FROM	CASE NUMBER	AMOUNT	ACCOUNT NUMBER	DESCRIPTION
05/22/99	115	ADJUSTMENTS FOR MONTH		1.00-	101.0-215-617.00-00-00	JOURNAL ADJUSTMENT
		TOTAL RECEIPT		\$1.00-	CLK: TES	
06/03/99	116	JOHN DOE	90-000708-FH	100.00	701.0-000-265.00-00-00	CIRCUIT BONDS
		TOTAL RECEIPT		\$100.00	CLK: TES CHK 1150	
06/03/99	117	JANE HARVEY		8.00	101.0-215-480.00-00-00	CONCLD WEAPON
06/03/99	117	JANE HARVEY		2.00	701.0-000-228.16-00-00	CARRY CONCLD
		TOTAL RECEIPT		\$10.00	CLK: TES CSH	TEND: 20.00
TOTAL FOR: TES				\$110.00		
RECEIPTS & ADJUSTMENTS FOR DAY				\$110.00		
ADJUSTMENTS FOR MONTH				\$ 1.00-		
ADJUSTMENTS FOR YEAR				\$ 0.00		
TOTAL CASH				\$ 10.00		
TOTAL CHECKS				\$100.00		
TOTAL CHARGE				\$ 0.00		
TOTAL OTHER				\$ 0.00		
GRAND TOTAL				\$109.00		
				=====		
RECEIPTS & ADJUSTMENTS FOR DAY				\$110.00		
ADJUSTMENTS FOR MONTH				\$ 1.00-		
ADJUSTMENTS FOR YEAR				\$ 0.00		
TOTAL CASH				\$ 10.00		
TOTAL CHECKS				\$100.00		
TOTAL CHARGE				\$ 0.00		
TOTAL OTHER				\$ 0.00		

Sample Cash Receipts Journal

Printing the Report

The Daily Cash Receipts Journal is selected by typing information in the following field:

DAILY CASH RECEIPTS
JOURNAL

Type **X** to the left of this field.

CASHIER

Enter cashier's initials to run for a specific cashier or leave blank for all cashiers.

CASHIER TOTALS (Y/N)

Enter **Y** to print totals for each cashier or **N** to omit totals for each cashier.

Press **[ENTER]**, the Financial Menu redisplay upon completion.

Report Information

The Daily Cash Receipts Journal provides the following information for all receipts for the requested financial location:

DATE

Date the cash was received.

RECEIPT NO.

Receipt number generated by the system.

RECEIVED FROM

Name of the person the cash was received from.

CASE NUMBER

Official number of the case for court-related cash receipts.

AMOUNT

Amount of cash distributed to the fund account number.

ACCOUNT NO.

The fund account number the cash was distributed to.

DESCRIPTION

Description of the fund account number.

TOTAL RECEIPT

The total amount of cash received on this receipt number.

CLK

Initials of clerk processing the receipt transaction.

CSH/CHK/CHG

Indicates what was received: cash, check, charge.

CHECK NO

Indicates the document number being received as payment.

TENDERED

The amount tendered from the payer will print if it was entered during the receipt transaction.

TOTALS FOR:

Total of all cash receipt transactions for the day for a specific cashier as printed on this report.

RECEIPTS & ADJUSTMENTS FOR DAY	Total cash receipts for the day for a specific cashier including adjustments made to the RECEIVED TODAY figures. This figure should balance with cash drawer total of cash and checks received.
ADJUSTMENTS FOR MONTH	Total of all cash receipts generated today adjusting the RECEIVED FOR MONTH figures by a specific cashier.
ADJUSTMENTS FOR YEAR	Total of all cash receipts generated today adjusting the RECEIVED FOR YEAR figures by a specific cashier.
GRAND TOTAL	Total amount of all receipts and adjustments for the day.

TRANSMITTAL WORKSHEET

Overview

The Transmittal Worksheet report (Figure 131) lists each fund account number and the total amount of money received and to be transmitted to the Treasurer's Office. The report may be generated for the day, month, or year and can be used as an aid to balancing cash received for the period generated.

If the Transmittal Worksheet is generated for the day, only those fund account numbers having cash distributions will be printed.

The Transmittal Worksheet report may be selected and printed as often as necessary throughout the period.

LIVINGSTON COUNTY CLERK		RECEIPTS TRANSMITTAL	WORKSHEET
		TRANSFER PERIOD -MO	
PAGE 1		12/31/99	
TRANSMITTAL DATE _____		THROUGH _____	RECEIPTNO _____
		THROUGH _____	
LINE ITEM		AMOUNT	
101.1-000-480.00-00-00	PISTOL PERMIT-GEN FND	20.00	
	ACCOUNT TOTAL 101.1-000-480.00	20.00	
101.2-000-608.00-00-00	ENTRY FEE	11.00	
	ACCOUNT TOTAL 101.2-000-608.00	11.00	
		FUND TOTAL	31.00
701.0-000-228.07-00-00	JUDGES RETIREMENT	18.75	
	ACCOUNT TOTAL 701.0-000-228.07	18.75	
701.0-000-228.08-00-00	LEGISLATIVE RETIREMENT	5.00	
	ACCOUNT TOTAL 701.0-000-228.08	5.00	
701.0-000-228.16-00-00	PISTOL PERMIT - T/A	20.00	
	ACCOUNT TOTAL 701.0-000-228.16	20.00	
701.0-000-228.21-00-00	JUDGMENT FEE - SAC	5.25	
701.0-000-228.21-01-00	JUDGMENT FEE - JUD	10.00	
	ACCOUNT TOTAL 701.0-000-228.21	15.25	
701.0-000-228.22-00-00	COMMUNITY DISPUTE	2.00	
	ACCOUNT TOTAL 701.0-000-228.22	2.00	
		FUND TOTAL	59.00
		GRAND TOTAL	90.00

Figure 131. Sample Transmittal Worksheet

Printing the Report

The Transmittal Worksheet report is selected by entering information in the following fields:

TRANSMITTAL WORKSHEET Type **X** to the left of this field.

FOR: Type "DA" for Daily, "MO" for monthly, or "YR" for yearly worksheet.

Press **[ENTER]**, the Financial Menu redisplay upon completion.

Report Information

The Transmittal Worksheet report provides the following information for the requested period and financial location:

LOCATION NAME	Name of the financial location as entered in the Financial Location File (see Chapter 5: Utility Menu).
RECEIPTS TRANSMITTAL	Report title.
WORKSHEET	During worksheet printing indicates "WORKSHEET", during period close will indicate "FINAL".
TRANSMITTAL PERIOD	The period the worksheet was printed: DA=Day, MO=Month, YR=Year
TRANSMITTAL DATE/ RECEIPT NO.	Comment areas for clerk use.
FUND ACCOUNT	The fund account number and fund description.
AMOUNT	Amount received for the period for this fund account number.
ACCOUNT TOTAL	Total amount received for this account. An account is determined by the first 12 digits of the fund account number.
FUND TOTAL	Total amount received for this group of fund account numbers. A fund group is determined by the first 4 digits of the fund account number.
GRAND TOTAL	Grand total received for the period.
CLERK CERTIFICATION	Clerk comment area to certify the balancing and transmittal of funds.

ADJUSTMENT SCREEN

Overview

The Financial Adjustment screen (Figure 132) allows modification of the amount received fields in the cash code file for the purpose of correcting errors to balance cash receipts or the applying of balance forward figures to fund account numbers.

Adjustments may be made to the amount received today, month-to-date, or year-to-date. For each adjustment, the system will add records to the financial transaction files. This allows printing of adjustments on the daily cash receipts journal and transmittal worksheet (reviewed earlier in this chapter).

If printing of receipts was selected in the Financial Location File (see Chapter 5: Utility Menu), a receipt will be printed indicating "ADJUSTMENTS FOR <period>" in the received from name and each fund account number and the amount adjusted. The <period> is the day, month, or year depending on the period selected for adjustment. **NOTE:** Adjustments may be made as often as necessary throughout the day.

FINANCIAL ADJUSTMENTS		LOCATION: 1
FUND NUMBER	101 -	
ACTIVITY NUMBER	215	
LINE ITEM NUMBER	482 . - -	
SUB LEDGER NUMBER	<u>MAR</u>	
REFERENCE NUMBER	<u>1</u>	
ACTIVITY DESCRIPTION	<u>MARRIAGE LICENSE</u>	
AMOUNT	<u>5.00</u>	
PERCENTAGE		
CASHIER:		
AMOUNT RECEIVED - TODAY	<u>25.00</u>	
- MONTH TO DATE	<u>455.00</u>	
- YEAR TO DATE	<u>1735.00</u>	
REASON:		

F3=MODIFY F1=EXIT		
NEXT <u>ADJ</u> ACCOUNT NUMBER <u>101</u> . - <u>215</u> - <u>482</u> . <u>00</u> - - -		

Figure 132. Sample Financial Adjustments Screen

Accessing the Screen

The Financial Adjustment Screen is selected by entering information in the following fields:

ADJUSTMENT	Type X to the left of this field.
FOR	Type the period code to be adjusted; DA = Today MO = Month YR = Year
ACCOUNT NUMBER	The fund account to be adjusted. Press [ENTER] to display the adjustment screen.

Field Definitions

The following fields on the financial adjustment screen identify general information about the fund account number and may not be changed:

FUND NUMBER/ ACTIVITY NUMBER/ LINE ITEM NUMBER	The fund account number as entered in the Cash Code file (see later in this chapter).
SUB LEDGER NUMBER/ REFERENCE NUMBER	The sub-ledger code used during cash distribution.
ACTIVITY DESCRIPTION	Description of the fund account number.
AMOUNT	The flat amount to be distributed to this account from the total cash received.
PERCENTAGE	The percentage to be used to calculate the portion of the total cash received to be distributed to this account. The following fields are used for entering information based on the period selected:
CASHIER	Three character cashier ID of user making adjustment.
AMOUNT RECEIVED *TODAY	Total amount received today. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.
NOTE:	This field may be changed only if the period "DA" was selected on the financial management screen.

- *MONTH TO DATE** Total amount received month-to-date. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.
- NOTE:** This field may be changed only if the period "MO" was selected on the financial management screen.
- *YEAR TO DATE** Total amount received year-to-date. To adjust this field, enter the amount that this field should read. The system will calculate the amount of adjustment between the old and new amounts.
- NOTE:** This field may be changed only if the period "YR" was selected on the financial management screen.
- Adjustments to the current day's business should be made to the TODAY field only. Adjustments to a previous day's business should be made to the Month-to-Date and Year-to-Date fields. Adjustments to a previous month's business should be made to the Year-to-Date field only.
- To update a fund account, after entering the correct amount for the period selected, press **[F3]**.
- *REASON** The reason for the adjustment.

CLOSE

Overview

The close option closes a period's cash receipt business. At the end of each day after the cash drawer has been balanced select close for the period "DA". The Amount Received -Today field will be added to the Amount Received - Month to Date and the Amount Received - Year to Date fields. Then the Amount Received - Today field will be zeroed out in preparation for the next day's business (see "Close for Day - Quick Reference, later in this chapter).

When closing for the month, select the period "MO". This should be run immediately after the last day of the month has been closed. The Amount Received - Month to Date will be zeroed out in preparation for the next month's business.

When closing for the year, select the period "YR". This should be run immediately after the last month for the year has been closed. The Amount Received - Year to Date will be zeroed out in preparation for the next year's business.

During each period's close a transmittal report will be printed indicating the total cash received for each fund account number (see Transmittal Worksheet, earlier in this Chapter). A prompt window will display to allow entry of the transmittal date range and inclusive receipt numbers. If these fields are completed, the information will print on the Final Transmittal. If these fields are not completed, the fields will be blank on the Final Transmittal.

The close program should be run only once for the period selected.

Executing the Option

The close option is selected by entering information in the following fields:

CLOSE Type **X** to the left of this field.

FOR Type the period code to be closed:

DA = Today's business

MO = This month's business

YR = This year's business

Press **[ENTER]**. If requesting by "DA", the system will ask if you want to print the receipts journal. Enter **Y** or **N** and press **[ENTER]**. Next, a window will display where the transmittal date(s) and receipt numbers may be entered. This information will print on the Final Transmittal for the Day and saves from having to write it. The financial menu redispays upon completion.

CLOSE FOR DAY - QUICK REFERENCE

The following is a quick reference to the steps that should be followed when closing the cash drawer at the end of the day.

1. Sign all users off the financial receipting programs: the CLERK, NON-COURT CASH, and the ADJUSTMENT programs. Users must hand write receipts until you have completed balancing of the cash drawer, keeping that money separate, or balance after hours when no other cash receipting will occur.
2. Go to the FINANCIAL MENU (option 4 on the Circuit Court Master Menu).
3. Print the Daily Cash Receipts Journal by placing an "X" to the left of the field. Press the **[ENTER]** key.
4. Print the Transmittal Worksheet by placing an "X" to the left of the field and "DA" for the period to be printed. Press the **[ENTER]** key.
5. Total the cash and checks received. The total should match the "Receipts & Adjustments for Day" figure on the Daily Cash Receipts Journal and the "Grand Total" on the Transmittal Worksheet.
6. If the figures match, continue to step 7. If they do not, find the error and make the appropriate corrections by creating a receipt, credit receipt, or adjustments to the individual account numbers. After corrections are made, repeat steps 3 through 5 until the cash balances, then continue on to step 7.
7. Close the day's transactions by placing an "X" to the left of the field entitled "CLOSE" and "DA" for the period to be closed. Press **[ENTER]**. If requesting by "DA", the system will ask if you want to print the receipts journal. Enter **Y** or **N** and press **[ENTER]**. A window will also display requesting transmittal date range and inclusive receipt numbers. These fields may or may not be completed. You will receive the final Transmittal report and the AMOUNT RECEIVED-TODAY field for all account numbers will be cleared and added to the AMOUNT RECEIVED-MONTH and AMOUNT RECEIVED-YEAR fields.
8. Open for the next day's business by placing an "X" to the left of the field entitled "OPEN FOR DAY" and press **[ENTER]**. A receipt will print "OPEN FOR DAY" with a zero (0) amount.

REPRINT RECEIPT

Overview

The Reprint Receipt option allows the capability of reprinting a receipt that has already been previously printed. The receipt may be reprinted before or after the close of the days transactions.

Reprinting the Receipt The Reprint Receipt option is selected by typing information in the following fields:

REPRINT RECEIPT Type **X** to the left of this field.

RECEIPT NUMBER Type the receipt number of the receipt to be reprinted.

NOTE: Balances will not print on a reprinted receipt.

BOND REPORT

Overview

The Bond Report (Figure 133) lists cases with bond information. The bond report may be requested for certain case types, certain bond types, active and/or inactive bonds, and bond activity within a specific date range. The report is printed by case number.

The Bond Report may be requested as often as necessary throughout the day.

BOND LIST - ALL		CASS COUNTY		DATE: 11/05/99	
BOND TYPE - ALL		43RD JUDICIAL CIRCUIT COURT		TIME: 10:00:00	
CASE TYPE - ALL		COUNTY BUILDING		PAGE: 1	
1/01/99 - 12/31/99		CASSOPOLIS MI 48843-0000			
<u>CASE NUMBER-JDG</u>	<u>DEFENDANT</u>	<u>FILED</u>	<u>CLOSED</u>	<u>NXT ACTN</u>	<u>NXT EVT</u>
99-001234-FC-T	SMITH,SAMUAL,S	08/06/99			
<u>Num</u>	<u>Set Amount</u>	<u>Type</u>	<u>Posted</u>	<u>Evt Date</u>	<u>Event Party</u>
1	1,000.00	CSH	Y	08/08/99	BDP D 001 SMITH,JAMES,J
					<u>Receipt</u> <u>Amt Received</u> <u>Amt Paid Out</u> <u>Amt Retained</u>
					48374 1,000.00
99-002345-FC-T	JONES,JAMES,J	08/10/99			
<u>Num</u>	<u>Set Amount</u>	<u>Type</u>	<u>Posted</u>	<u>Evt Date</u>	<u>Event Party</u>
1	5,000.00	TEN	N	08/12/99	BDP B 001 JONES,JENNIFER,
				09/20/99	BDA
					<u>Receipt</u> <u>Amt Received</u> <u>Amt Paid Out</u> <u>Amt Retained</u>
					48545 500.00
					450.00 50.00
		GRAND TOTALS:		1,500.00	450.00 50.00

Figure 133. Sample Bond List

Printing the Report

Select the Bond List by typing information in the following fields:

BOND REPORT

Type an **X** to the left of this field.

ACTIVE

Enter one of the following for active, inactive or all bonds to print on the report.

"Y" = ACTIVE

"N" = INACTIVE

" " = ALL

TYPE

Enter one of the following bond types:

"CSH" = cash

"TEN" = 10% of amount

"PER" = personal recognizance

"CS%" = cash surety

" " = All bond types

CASE TYPE Enter any valid case type, first letter of any valid case types, leave blank for all case types, or "X" for all civil case types.

DATES Enter from and through dates for the report. The system checks the bond event date to determine whether the activity falls within the requested dates.

Press **[ENTER]** to submit the job. The financial menu will redisplay with "S" preceding Bond Report indicating the request has been submitted to the system.

Report Information

The Bond Report provides the following information for all cases included in the report:

HEADER INFORMATION Information at the top of the report includes circuit court name, county name, county address, and the selection criteria for the report.

CASE NUMBER - JDG Official number of the case with the last name initial of the judge of record.

DEFENDANT Name of the defendant associated with the case.

FILE DATE Date of original filing.

CLOSED DATE Date the case was closed.

NEXT ACTION Date and event code of the next scheduled action to take place.

The fields below are printed for each bond and bond activity for the case:

NUM The bond number indicates to which bond the activity is referring.

SET AMOUNT Amount of bond set, entered on the case initiation screen.

TYPE Type of bond. Valid bond types are listed previously.

BOND POSTED Indicates whether bond is posted or not:

Y = Yes (Event "BDP" or "BDS" on clerk screen)

EVENT DATE/EVENT Date and type of bond activity as entered in the Clerk screen.

PARTY/NAME	Party ID and name associated with the bond activity.
RECEIPT	Receipt number for the posting of the bond, when posted with event "BDP" through the Clerk screen.
AMT RECEIVED	Amount received from posted bonds.
AMT PAID OUT	Amount of bond distribution.
AMT RETAINED	Amount of bond retained after distribution.
GRAND TOTALS	Totals for amount received, paid out, and retained.

RESTITUTION REPORT

Overview

The Restitution Report (Figure 135) lists any criminal cases where restitution has been ordered. The report prints alphabetically by defendant's last name. The Restitution report may be requested as often as necessary by judge, unapplied, with or without detail and with or without date range.

RESTITUTION REPORT FOR ALL JUDGES		CASS COUNTY 43RD JUDICIAL CIRCUIT COURT COUNTY BUILDING CASSOPOLIS MI 48843-0000		ARLENA CRAVEN DATE: 10/6/00 PAGE: 1	
--------------------------------------	--	-------------------------------------------------------------------------------------------	--	-------------------------------------------	--

<u>DEFENDANT</u>	<u>CASE NUMBER</u>	<u>FILE DATE</u>	<u>LAST PAYMENT DATE</u>	<u>RESTITUTION OWED</u>	<u>RESTITUTION PAID</u>	<u>RESTITUTION OUTSTANDING</u>	<u>UNAPPLIED RESTITUTION</u>
GALLO, JULIAN,	99-100000-FH-A	6/17/99		350.00	350.00	0.00	50.00
<u>CO-DEFENDANT</u> JIM B DOE		<u>CO-CASE NUMBER</u> 99-100001-FH					
<u>PARTY</u>	<u>NAME</u>		<u>RESTITUTION OWED</u>	<u>RESTITUTION RECEIVED</u>	<u>RESTITUTION OUTSTANDING</u>	<u>DISBURSEMENT</u>	
R 001	MCDONALD, DONALD, 3524 SUMMONS CASSOPOLIS MI 48843-0000		350.00	300.00	50.00		

<u>ACCOUNT DETAIL</u>	<u>DATE</u>	<u>RECEIPT NUMBER</u>	<u>PAYMENT</u>	<u>DISBURSEMENT</u>	<u>RESTITUTION PARTY</u>
	9/19/99			150.00	R 001
	6/15/99	99999	250.00		
	3/31/00	70348	100.00		
	3/31/00			150.00	R 001
GRAND TOTAL OUTSTANDING/UNAPPLIED				0.00	50.00

Figure 135. Sample Restitution Report

Printing The Report

The Restitution Report is selected by typing information in the following field:

RESTITUTION REPORT

Type an **X** to the left of this field.

JUDGE

Type the P-Number of the judge or leave blank for all judges.

UNAPPLIED

Allows you to list only those defendants who have paid restitution:

Y = Defendants who have paid restitution that has not yet been disbursed to the restitution parties.

BLANK = All defendants.

DETAIL: Enter "Y" to print a history of payments made by defendants and disbursements to restitution parties.

Press **[ENTER]** to submit the job. The financial menu will redisplay with "S" preceding RESTITUTION REPORT indicating the request has been submitted to the system.

DATE Enter date range for desired restitution assessments, payments, and/or disbursements. Leave blank for complete list.

Report Information

The Restitution Report provides the following information for all cases.

HEADER INFORMATION Information at the top of the report includes circuit court name, county name, county address, and the date the report was run.

DEFENDANT Name of the defendant associated with the case.

CASE NUMBER Official number of the case with the alpha identifier of the judge of record.

FILE DATE Date of original filing.

LAST PAYMENT DATE Date last payment was received through clerk event "COP" and associated amount on the cash distribution screen.

RESTITUTION OWED The total amount of restitution declared to be paid by the defendant to the restitution parties, (case total - as entered on the court/disposition screen; party totals - owed to the restitution parties as entered on the party screen).

RESTITUTION PAID The total amount of restitution paid by the defendant to date, (Case total - as entered through the Clerk screen using the "COP" event code; party totals - paid to the restitution parties as entered through the clerk screen using the party designation and "RSD" event code).

RESTITUTION OUTSTANDING The amount of restitution left to be paid by the defendant. (Case total restitution owed - Case total restitution received).

DISBURSEMENT The amount of restitution that has been paid to the restitution party (victim).

UNAPPLIED RESTITUTION	<p>The amount of restitution that is available to restitution parties, but has not been disbursed. To apply:</p> <ol style="list-style-type: none">1. Verify the amount(s) received, as entered on clerk screen with event code "COP" (court orders paid).2. Disburse unapplied restitution to restitution parties R001 - R999).3. Post to the restitution parties using the clerk screen and the "RSD" code.
NOTE:	If restitution to be paid by the defendant does not equal the sum of the amounts owed to the restitution parties, then the message "RESTITUTION PARTIES ARE OUT OF BALANCE" will appear following that case.
PARTY	Restitution parties are listed with amounts of restitution owed, paid and balance outstanding. A blank line is provided on the report to write the amount of unapplied restitution you wish to distribute to this party. This report can then be used as a worksheet to distribute restitution.
ACCOUNT DETAIL	The account detail will print on the report when requested on the financial management menu. The detail shows defendant payments and disbursements made to restitution parties.
GRAND TOTALS - RESTITUTION OUTSTANDING	Grand total restitution balance to be paid by defendants of all cases included in this report.
UNAPPLIED RESTITUTION	Grand total of restitution available to restitution parties, but has not yet been disbursed.

BALANCES REPORT

Overview

The Balances Report (Figure 136) lists each party ordered to pay fines, costs, restitution, etc., with a balance due. The report prints alphabetically by defendant name.

Printing The Report

Select the Balances Report by typing information in the following fields:

BALANCES REPORT	Type an X to the left of this field.
DATE	Type the inclusive closed dates in the date field (Format = MMDDYYYY). Leave blank for all cases.
JUDGE	Type the P-numbers of the judge desired. Leave blank for all judges.
CRIMINAL	Enter X when requesting report for criminal cases only.
CIVIL	Enter X when requesting report for civil cases only.
CASH CODE	Enter valid assessable cash code when requesting report for a specific code; ie AF, CV, CC, etc.
	Press [ENTER] to submit the job. The screen will reappear with "S" preceding BALANCES REPORT indicating the request has been submitted to the system.

Report Information

The Balances Report provides the following information for each defendant printed:

HEADER INFORMATION	The headings include case close dates, circuit court name, county name, county address, and the date the report was generated.
JUDGE	Name of the judge of record or "ALL JUDGES".
DEFENDANT	Defendant's full name.
CASE NUMBER	Official number of the case.
FILE DATE	Date case was filed in circuit court.
LAST PAYMENT DATE	Date money was last received from the defendant.

SENTENCE DATE Date defendant was sentenced.

FINES, COSTS,
RESTITUTION, DAMAGES,
VICTIM RIGHTS, REPAY
FEES, COURT ORDERED

Amount defendant was ordered to pay in each category along
with amount defendant has paid to date, and balance due.

DEFENDANT BALANCES REPORT CLOSE DATES: 01/01/99 thru 01/01/00 JUDGE ULRICH			BAY COUNTY 18TH JUDICIAL CIRCUIT 515 CENTER AVENUE BAY CITY MI 48708-0000			DATE: 1/29/00 PAGE: 86		
<u>DEFENDANT</u>	<u>CASE NUMBER</u>	<u>FILE DATE</u>	<u>LAST PAYMENT DATE</u>	<u>SENTENCE DATE</u>				
DOE, JANE, 123 MAIN STREET	99-000810-DM LANSING MI 48909	08/10/99						
		COURT ORDRD ORDERED:			\$350.00	PAID:	\$0.00	DUE: \$350.00
DOE, JOHN, 234 MAIN STREET	98-010000-FC LANSING MI 48909	12/18/98	12/18/99	06/18/99				
		COSTS ORDERED:			\$245.00	PAID:	\$0.00	DUE: \$245.00
		RESTITUTION ORDERED:			\$350.00	PAID:	\$50.00	DUE: \$300.00
DOE, JOHN, 345 MAIN STREET	99-000402-FH LANSING MI 48909	03/15/99		08/20/99				
		RESTITUTION ORDERED:			\$350.00	PAID:	\$0.00	DUE: \$350.00
DOE, JOHN, 456 MAIN STREET	99-000503-FH LANSING MI 48909	05/01/99		10/01/99				
		RESTITUTION ORDERED:			\$150.00	PAID:	\$0.00	DUE: \$150.00
DOE, JOHN, D 567 MAIN STREET	99-000118-FH LANSING MI 48909	01/15/99	12/02/99	04/02/99				
		RESTITUTION ORDERED:			\$350.00	PAID:	\$25.00	DUE: \$325.00
DOE, JOHN, M 678 MAIN STREET	99-000706-FC LANSING MI 48909	07/06/99	12/20/99	10/20/99				
		FINES ORDERED:			\$155.00	PAID:	\$0.00	DUE: \$155.00
		COSTS ORDERED:			\$255.00	PAID:	\$0.00	DUE: \$255.00
		DAMAGES ORDERED:			\$355.00	PAID:	\$0.00	DUE: \$355.00
		RESTITUTION ORDERED:			\$455.00	PAID:	\$300.00	DUE: \$155.00
		ATY FEES ORDERED:			\$555.00	PAID:	\$0.00	DUE: \$555.00
		VICTIM RGTS ORDERED:			\$30.00	PAID:	\$0.00	DUE: \$30.00
DOE, JOHN, 789 MAIN STREET	98-011000-FC LANSING MI 48909	12/18/98		12/18/99				
		COSTS ORDERED:			\$250.00	PAID:	\$0.00	DUE: \$250.00
		RESTITUTION ORDERED:			\$300.00	PAID:	\$0.00	DUE: \$300.00
DOE, JOHN, 890 MAIN STREET	99-000502-FH LANSING MI 48909	05/01/99		10/01/99				
		RESTITUTION ORDERED:			\$250.00	PAID:	\$0.00	DUE: \$250.00

Figure 136. Sample Balances Report

DEFENDANT BALANCES REPORT		ALLEGAN COUNTY	ARLENA CRAVEN
CLOSE DATES: 1/01/99 THRU 01/01/00		48 TH JUDICIAL CIRCUIT COURT	DATE: 1/29/00
JUDGE: ALL JUDGES		COURTHOUSE	TIME: 9:29:08
		ALLEGAN MI 49010-0000	PAGE: 14
ACCOUNT TOTALS:	ORDERED	PAID	DUE
FINES:	200.00	.00	200.00
COSTS:	84,750.00	3,071.48	81,678.52
DAMAGES:	.00	.00	.00
RESTITUTION:	85,011.94	4,763.01	80,248.93
COURT ORDRD:	.00	.00	.00
ATTY FEE:	460.00	.00	460.00
VICTIM RGTS:	9,680.00	1,235.01	5,744.99
FORENSICS:	4,790.00	.00	4,790.00
OTHER:	.00	.00	.00

Figure 136a. Sample Balances Report - Totals Page

The final page (Figure 136a) of this report contains the total amount ordered, paid and due for each account individually, as well as a grand total for all accounts.

SUMMARY OF AUDITED ACCOUNTS

Overview

The Summary of Audited Accounts (aka Summary Report of Audited Accounts, form SCAO 21 (1/97)) is due January 1, 1998 to the State Court Administrative Office. The report is a summation of accounts receivable aged less than 2 years (730 days) and accounts receivable aged more than 2 years (731 days) but less than 7 years (2,555 days or less). Accounts receivables are defined as follows: "Any money ordered but not paid. Money ordered includes: fines, court costs, fees, parental reimbursements, attorney reimbursements, and any other money that could be distributed to the funding unit or other local unit of government or the State of Michigan as a revenue. **It does NOT include** civil settlements, restitution, support payments made through the friend of the court, or any other money distributed through a court's trust or agency account. Accounts receivable do not include probation oversight fees either.

Cases with outstanding balances due that are older than 7 years (more than 2,555 days) are considered uncollectible for purposes of this report and are to be excluded from the total accounts receivable.

NOTE: If the DAMAGES DUE field and/or the OTHER DUE field are used for Trust or Agency Accounts, their totals must be subtracted out for this report. Also, **ALL** court ordered payable balances must be up to date on the computer for this report to be accurate.

Printing The Report

Select the Summary of Audited Accounts Report by typing information in the following fields:

SUMMARY OF AUDITED
ACCOUNT

Type an **X** to the left of this field.

DATE

Type cutoff date in this field.

DETAIL

Includes case number, defendant's name, file date, close date, age in days and total receivables.

Report Information

The Summary of Audited Accounts report is to be used as a worksheet in helping prepare form SCAO 21 (1/97) and provides the following information:

Header Information

The heading includes judge or "All Judges" for which report is being run, cutoff date, circuit court name, county name, county address, name of person requesting report, date and time report was run and page number.

AGED GROUPING	Account Receivables less than 2 years, between 2 and 7 years and greater than 7 years.
TOTAL RECEIVABLE	Total amount of uncollected fines, costs, damages, fees, victim right fee, forensic fee and other.
NUMBER OF CASES	Number of cases making up the total receivables for the particular time period.

**Detail of Report
of Audited Accounts**

The detail part of the report is generated by requesting the detail.

HEADER INFORMATION

The heading includes judge or "All Judges" report is run for, cutoff date, circuit court name, county name, county address, person requesting report, date and time report was generated and page number.

CASE NUMBER

Official number of the case.

DEFENDANT

Defendant's full name.

FILED DATE

Date case was filed in circuit court.

CLOSED DATE

Date that the closing order of judgment was entered.

AGE IN DAYS

Age of case in days.

RECEIVABLES

Total amount of fines, court costs, fees, parental reimbursements, attorney reimbursements, victim rights fee and forensic fee.

COMBINED TRANSMITTAL

Overview

The Combined Transmittal option allows you to print a combined transmittal for a period of time consolidating circuit court's and family court's total monies received. This combined transmittal includes a circuit court transmittal, a family court transmittal and a combined transmittal adding the total monies received.

Printing the Report

The Combined Transmittal report is selected by entering information in the following fields:

COMBINED TRANSMITTAL Type **X** to the left of this field. Press **[ENTER]**.

COMBINED TRANSMITTAL

CIRCUIT COUNTY	03
COURT	48
FINANCIAL LOCATION	01
TIME PERIOD	__ (DA/MO/YR)

JUVENILE COUNTY	03
DATE RANGE	
FROM: _____	TO _____

F1/F3=EXIT
ENTER=PROCESS

Sample Combined Transmittal screen

Field Definitions

CIRCUIT COUNTY The number of the County as defined in the county maintenance file.

COURT	The number of the Judicial Circuit Court as defined in the county maintenance file.
FINANCIAL LOCATION	The number of the Financial Location as defined in the financial maintenance file.
TIME PERIOD	Enter the specified period of time for the transmittal: DA = Day MO = Month YR = Year
JUVENILE COUNTY	The number of the County as defined on the JIS Juvenile System.
DATE RANGE	Enter beginning and ending date for the requested time period of the combined transmittal. The report can be run for a single date by entering the same date in both fields.

PERIOD:	COMBINED TRANSMITTAL REPORT	RUN DATE: 03/13/00 RUN TIME: 15:15:36 PAGE: 4
	CIRCUIT TOTAL	1823.08
	JUVENILE TOTAL	238.61
	COMBINED TOTAL	----- \$2061.69

Sample Combined Transmittal

Report Information

HEADER INFORMATION	Information at the top of the report includes Period, report title, run date and time and page number.
CIRCUIT TOTAL	Total amount of receivables for circuit court.

JUVENILE TOTAL	Total amount of receivables for the family court.
COMBINED TOTAL	Total amount of receivable for the circuit court and family court combined.

CASH CODE MAINTENANCE

Overview

The Cash Code Maintenance screen (Figure 138) allows entry, change, or deletion of fund account numbers and associated cash distribution information. One or more accounts may be set up for a cash code. Specific amounts or variable percentages may be determined for payment breakdowns.

County: 3
Financial Cash Codes
Financial Location: 01

2=Change
4=Delete
5=Display
9=Reassign

Opt	Code	Description	A/P	Amount	Active	Accounts
—	ADM	ADMINISTRATIVE FEES	P	1.00	Y	Y
—	ADP	ADDITIONAL PETITION FEE	A	15.00	N	
—	AF	ATTORNEY FEE			Y	Y
—	AMB	AMBULANCE FEE	P	1.00	N	
—	ANC	ADULT NAME CHANGE/EXTRA	A	10.00	Y	
—	APE	APPEALS FROM CIRCUIT CT.	A	25.00	Y	
—	APL	CLAIM OF APPEAL	A	100.00	N	
—	AP1	APPEAL TO CIRCUIT-CLERK	A	125.00	Y	Y
—	BAR	ADMISSIONS TO BAR	P	1.00	Y	
—	BDF	CIRCUIT COURT - BOND COST	P	1.00	Y	Y
—	BDP	BONDS PAYABLE-CIRCUIT CT.			Y	Y
—	BOC	TRAVEL			Y	
—	CAM	CAMPAIGN FINANCE LATE FEE	P	1.00	Y	
—	CAN	CANCER INSURANCE	P	1.00	Y	
—	CBC	CIRCUIT COURT - BOND COST	P	1.00	Y	Y
—	CC	CIRCUIT COURT COSTS	P	1.00	Y	Y

More...

F3=Exit
F6=Add
Roll/Page

Figure 138. Sample Cash Code Maintenance Screen

Accessing the Screen

The Cash Code File Update screen is selected by typing information in the following fields:

CASH CODE MAINTENANCE

Type **X** to the left of this field. Press **[ENTER]**, the Financial Cash Codes screen will display.

Field Definitions

OPTIONS	Type one of the following options in the option field: 2=Change, used to change the cash code description, amount or percentage, change the active flag, or modify the account numbers; 4=Delete, used to delete an account which is no longer used and does not have any balances; 5=Display, used to display the account information; and 9=Reassign, used to reassign all of the account information to a different cash code.
F6	Use F6 to add a new cash code.
AMOUNT/PERCENTAGE	A code used in conjunction with the AMOUNT and PERCENTAGE fields to determine what portion of the total cash received should be distributed to this fund account number during cash distribution. P = Take the percentage indicated of the total cash received and distribute that amount to this fund account. A = Take the amount indicated and distribute it to this fund account.
AMOUNT	If "A" is indicated above, this amount will always be distributed to this fund account unless overridden during Cash Distribution.
PERCENTAGE	If "P" is indicated above, this percentage of the total cash received will be distributed to this fund account unless overridden during cash distribution. The following fields on the Cash Code Detail screen are displayed for information purposes only and cannot be changed:
AMOUNT RECEIVED *TODAY	Amount of cash received and distributed to this fund account today.
*MONTH TO DATE	Amount of cash received and distributed to this fund account this month. Cash received TODAY is not included until CLOSE for the Day is run.
*YEAR TO DATE	Amount of cash received and distributed to this fund account this year. Cash received TODAY is not included until CLOSE for day is run.

ADD		Cash Code Detail		
County: 03	Financial Location: 01			
Cash Code: _____	Active: <u>Y</u>			
Assessable: _	Priority: __	Category: _	Victim Assessment: _	A/P: _ .00
F4 = Delete				
Opt	Ref#	Description	Account Number	Amt or Pct
_	<u>0</u>	_____	_____	<u>.000</u>
F3=Exit Enter=Add				

Cash Code Detail Screen

CASH CODE LIST

Overview

The Cash Code Lists (Figure 139) print all cash codes and cash distribution information. The reports aid in editing new fund accounts. One list is printed numerically by fund account number, the other by subledger code. The reports may be requested as often as necessary throughout the day.

COUNTY: 03		CASH CODE FILE LISTING					ARLENA CRAVEN			
LOCATION: 01		BY CASH CODE					DATE: 11/16/01			
							TIME: 13:14:39			
							PAGE: 1			
FUND ACCOUNT	CASH CODE	DESCRIPTION	A/P	AMOUNT	PERCENT	PRIORITY	ASSESS	ACCT CATEGORY	VICTIM ASSESS	ACTIVE
001.1-000-000.00-00-00	ADM 10	ADMIN	P	1.000			N			Y
101.0-444-444.44-44-44	AF 01	ATTORNEY FEES				70	Y	A	N	Y
101.0-608-215.00-00-04	AP1 01	APPEAL TO CIRCUIT	A	85.00			N			Y
701.0-000-228.42-00-03	AP1 02	APPEAL TO CIRCUIT	A	15.00			N			Y
101.0-608-215.00-00-05	AP1 03	APPEAL FROM CIRCUIT	A	25.00			N			Y

Sample Cash Code File Listing by Cash Code

Printing the Report

The Cash Code List is selected by typing information in the following field:

CASH CODE LIST Type **X** to the left of this field.

Press **[ENTER]**, the financial menu redisplay with "S" preceding CASH CODE LIST indicating the request has been submitted to the system.

Report Information

FUND ACCOUNT	Fund account number.
SUB LEDGER	The cash distribution code and line number.
DESCRIPTION	Description of the fund account.
A/P	Method of cash distribution calculation: A = Flat Amount P = Percentage
AMOUNT	Flat amount of cash received to be distributed to this fund account.

PERCENTAGE	Percentage of the cash received to be distributed to this fund account.
PRIORITY	Indicates the order of which assessable amounts get paid when the automatic distribution feature is activated. Use number 1 - 100, with the lowest number having the greatest priority and the highest number having the least priority. (JIS uses tens, ie: 10, 20, 30, 40, etc.)
ASSESS	Indicates whether the cash code is assessable. These are the amounts ordered in court by the judge.
ACCT CATEGORY	Each assessable code has an account category: V = Crime Victim Rights R = Restitution C = Court Costs F = Fines A = Attorney Fee S = Forensic Fee O = Other
VICTIM ASSESS	Indicates whether cash code is a victim assessment, ie: crime victim rights and restitution.
ACTIVE	Indicates whether the cash code is active. Cash codes do not need to be deleted. Simply access the cash code maintenance and enter N in the Active field.

PAYABLE EVENT CODES

Overview

The payable event codes screen is used to create codes that are defined to identify which Clerk Event codes can be used to make a payment against assessments ordered on a case. Example: COP.

Accessing the Screen

Type **X** to the left of the field. Press **[ENTER]** to display the Payable Event Codes screen.

Field Definitions

- | | |
|-------|--------------------------------------------------------------------|
| F6 | Press the F6 function key to add a new payable event code. |
| Opt 4 | Enter 4 in the option field to delete a payable event code. |

HISTORY TRANSACTIONS

Overview

The History Transactions Report (Figure 137) lists cash receipt transactions for the dates selected. A report may be requested for cash transactions by type (i.e. "COP", "SAC", "BDP") or for a particular fund account number (**if the transaction history file has been kept by that county**). Saving transaction history is determined in the Financial Location file accessed from the utility menu.

Transactions will be listed in receipt date sequence. The History Transaction report may be requested as often as necessary throughout the day.

Printing The Report

Select the History Transactions Report by typing information in the following fields:

HISTORY
TRANSACTIONS REPORT

Type an **X** to the left of this field.

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDYYYY).

TYPE

Type "ALL" or a clerk event code found in Appendix A, Code Table 1.

ACCOUNT NUMBER

Type an existing account number to be found in a Cash Code file, only if history files are being maintained.

NOTE:

The "TYPE" and "ACCOUNT NUMBER" fields are not to be used together. The account can only be used if the history files are being kept by the county. Only clerk screen transactions with a receipt number will be considered for this report.

Press **[ENTER]** to submit the job. The screen will reappear with "S" preceding HISTORY TRANSACTIONS indicating the request has been submitted to the system.

Report Information

NOTE:

The History Transactions Report provides the following information when **selected by event type** (see Figure 137):

The total amount of cash received in the Clerk amount field will be printed. No cash distributions will be listed.

HISTORY TRANSACTIONS - ALL 3/01/00 THRU 3/29/00				CASS COUNTY 43RD JUDICIAL CIRCUIT COURT COUNTY BUILDING CASSOPOLIS MI 48843-00000		DATE: 3/30/00 PAGE: 1	
EVENT DESCRIPTION	RECEIPT DATE	RECEIPT NUMBER	CASE NUMBER	CASE TITLE		AMOUNT RECEIVED	TOTAL RECEIVED
BOND POSTED	3/15/00	159	00-100000-FH	PEOPLE OF MICH.	VS GALLO, JULIAN	500,000.00	
	3/19/00	198	00-010000-FC	PEOPLE OF MICH.	VS MICHELS, JEAN,	<u>2,000.00</u>	
TOTAL RECEIVED FOR THE PERIOD =							502,000.00
SUM/COMPL	3/20/00	195	00-010001-DM	NICHOLAS, HENRY,	VS NICHOLS, ANN,	90.00	
	3/21/00	196	00-010005-DM	NICHOLS, JOHN,	VS NICHOLS, BARB,	90.00	
	3/24/00	194	00-010010-DM	MAISON, MICHAEL,	VS MAISON, JOAN,	<u>90.00</u>	
TOTAL RECEIVED FOR THE PERIOD =							<u>270.00</u>
GRAND TOTAL RECEIVED FOR THE PERIOD =							<u>\$502,270.00</u>

Figure 137. Sample History Transactions (By Type) Report

HEADER INFORMATION

Information at the top of the report includes circuit court name, county name, county address, reporting period, the date the report was run, and whether the report was printed for all types or not.

EVENT DESCRIPTION

The short description of the code entered in the "TYPE" field.

RECEIPT DATE

Date the transaction took place.

RECEIPT NUMBER

Number assigned by computer to the transaction.

CASE NUMBER

Official number of the case.

CASE TITLE

Official title of the case.

AMOUNT RECEIVED

The amount of money received by the court for the related transaction.

TOTAL RECEIVED

The total amount received for the given period for the specified event type.

GRAND TOTAL

The total amount of all monies received for the given period.

Report Information

The History Transactions Report provides the following information when **selected by account number** (see example Figure 137a above):

NOTE: Transactions by fund account may be selected only if you selected to save transaction history in the Financial Location File (see Chapter 5: Utility Menu).

HEADER INFORMATION

Information at the top of the report includes circuit court name, county name, county address, report period, the date the report was run.

ACCOUNT NUMBER

The account number as specified on the selection screen.

RECEIPT DATE

Date the transaction took place.

RECEIPT NUMBER

Number assigned by computer to the transaction.

CASE NUMBER

Official number of the case.

RECEIVED FROM

The name specified on the receipt as to who made the payment.

AMOUNT RECEIVED

The amount of money received by the court for the related transaction.

TOTAL RECEIVED

The account number's total amount received for the given period.

CRIME VICTIM RIGHTS REPORT

Overview

The Crime Victim Rights Report (Figure 140) prints summary information of victim rights assessments and collections for the dates selected and includes an audit list (Figure 141).

CRIME VICTIM RIGHTS REPORT DATES: 10/01/00 THRU 10/09/00		IOSCO COUNTY 23RD JUDICIAL CIRCUIT COURT P. O. BOX 658 TAWAS CITY MI 48764-0000		DATE: 10/09/00 PAGE 1
<u>CRIMINAL CONVICTIONS</u>	<u>DEFENDANTS ASSESSED</u>	<u>TOTAL ASSESSMENTS</u>	<u>ASSESSMENTS COLLECTED</u>	
5	2	120.00	_____	

Figure 140. Sample Crime Victim Rights Report

Printing the Report

The Victim Rights Report is selected by typing information in the following field:

VICTIM RIGHTS REPORT

Type **X** to the left of this field.

DATE

Type the inclusive closed dates desired in the DATE field (format=MMDDCCYYYY).

Press **[ENTER]**, the financial menu redisplay with "S" preceding VICTIM RIGHTS REPORT indicating the request has been submitted to the system.

Report Information

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and date of report.

CRIMINAL CONVICTIONS

The number of cases for the dates selected where the defendant plead guilty (PLG) or was found guilty (GTY), or plead Nolo Contendre (NOC).

DEFENDANTS ASSESSED	The number of defendants for the dates selected where victim rights assessments were ordered by the judge.
TOTAL ASSESSMENTS	The total amount of victim rights assessed for the dates selected.
ASSESSMENTS COLLECTED	This area allows writing in the total victim rights assessments collected for the dates selected. If the circuit is using the CCS Cash System, this information may be found on the Transmittal or Transmittal Worksheet reports.

CRIME VICTIM RIGHTS AUDIT LIST 10/01/00 THRU 10/09/00			IOSCO COUNTY 23RD JUDICIAL CIRCUIT COURT P. O. BOX 658 TAWAS CITY MI 48764-0000			DATE 10/10/00 PAGE 1
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>DISPOSED DATE</u>	<u>DISPOSED CODE</u>	<u>CLOSED DATE</u>	<u>VICTIM RIGHTS ASSESSMENTS</u>
CAPER	00-001206-FH	5/16/00	6/19/00	PLG	10/01/00	60.00
BLUE	00-001262-FC	7/19/00	10/03/00	GTY	10/05/00	60.00
TOTAL NUMBER OF CASES ON REPORT = 2						

Figure 141. Sample Crive Victim Rights Audit List

Crime Victim Rights Audit List Report Information

HEADER INFORMATION	The headings includes circuit court name, county address, type of report requested, date range requested, and date of report.
NAME OF JUDGE	The last name of the judge assigned to the case.
CASE NUMBER	The official number of the case.
CASE FILED	Original filing date for the case.
DISPOSED DATE	The date a charge was disposed with a "GTY", "PLG", or "NOC" code from Code Table 4 (see Appendix A).
DISPOSED CODE	The disposition code of the disposed charge. Must be a "GTY", "PLG", or "NOC" code from Code Table 4.

CLOSED DATE	Date that the closing order or judgment was entered.
VICTIM RIGHTS ASSESSMENTS	Amount of victim rights assessments for each case.
TOTAL NUMBER OF CASES ON REPORT	Number of cases that make up Audit List.

FORENSIC ASSESSMENTS REPORT

Overview

The Forensic Assessments Report (Figure 142) prints summary information of forensic assessments and collections for the dates selected and includes an audit list (Figure 143).

FORENSIC ASSESSMENTS REPORT DATES: 06/01/00 THRU 06/30/00		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000		DATE: 06/30/00 PAGE 1
<u>CRIMINAL CONVICTIONS</u>	<u>DEFENDANTS ASSESSED</u>	<u>TOTAL ASSESSMENTS</u>	<u>ASSESSMENTS COLLECTED</u>	
3	1	150.00	_____	

Figure 142. Sample Forensic Assessments Report

Printing the Report

The Forensic Assessment Report is selected by typing information in the following field:

FORENSIC REPORT

Type **X** to the left of this field.

DATE

Type the inclusive closed dates desired in the DATE fields (format = MMDDYYYY).

Press **[ENTER]**, the financial menu redisplay with "S" preceding FORENSIC ASSESSMENTS REPORT indicating the request has been submitted to the system.

Report Information

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, date range requested and date of report.

CRIMINAL CONVICTIONS

The number of cases for the dates selected where the defendant plead guilty (PLG) or was found guilty (GTY), or plead Nolo Contendre (NOC).

DEFENDANTS
ASSESSED

The number of defendants for the dates selected where forensic assessments were ordered by the judge.

TOTAL ASSESSMENTS The total amount of forensic assessed for the dates selected.

ASSESSMENTS COLLECTED This area allows writing in the total forensic assessments collected for the dates selected. If the circuit is using the CCS Cash System, this information may be found on the Transmittal or Transmittal Worksheet reports.

FORENSIC ASSESSMENTS AUDIT LIST 06/01/00 THRU 06/30/00			ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000			DATE 06/30/00 PAGE 1
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>DISPOSED DATE</u>	<u>DISPOSED CODE</u>	<u>CLOSED DATE</u>	<u>FORENSIC ASSESSMENTS</u>
BEACH	00-000623-FH	3/23/00	5/24/00	PLG	6/23/00	150.00
BEACH	00-006231-FH	3/02/00	5/23/00	DPS	6/23/00	0.00
BEACH	00-006232-FH	4/23/00	6/23/00	DPY	6/23/00	0.00
TOTAL NUMBER OF CASES ON REPORT = 3						

Figure 143. Sample Forensic Assessments Audit List

Forensic Assessments Audit List Report Information

HEADER INFORMATION The headings include circuit court name, county address, type of report requested, and date of report.

NAME OF JUDGE The last name of the judge assigned to the case.

CASE NUMBER The official number of the case.

CASE FILED Original filing date for the case.

DISPOSED DATE The date a charge was disposed with a "GTY", "PLG", or "NOC" code from Code Table 4 (see Appendix A).

DISPOSED CODE The disposition code of the disposed charge. Must be a "GTY", "PLG", or "NOC" code from Code Table 4.

CLOSED DATE Date that the closing order or judgment was entered.

FORENSIC ASSESSMENTS Amount of forensic assessments for each case.

TOTAL NUMBER OF
CASES ON REPORT

Number of cases that make up Audit List.

PURGE HISTORY TRANSACTIONS

Overview

The Purge History Transactions option removes cash transaction records from the cash transaction history files for the dates selected. Use this option to periodically purge history transactions if you selected the Save Transaction History = Y option in the Financial Location File (see Chapter 5: Utility Menu).

NOTE: You must not close for a period or print a History Transactions report while the Purge History Transactions procedure is running.

Processing the Option

Select the Purge History Transactions by typing information in the following fields:

PURGE HISTORY
TRANSACTIONS

Type an **X** to the left of this field.

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDCCYYYY).

Press **[ENTER]**, the financial menu redisplays when the PURGE HISTORY TRANSACTIONS procedure is complete.

ASSESSMENTS AUDIT REPORT

Overview

The Assessments Audit Report (Figure 144) contains information of assessment records for amounts ordered and adjusted through the sentencing screen.

ASSESSMENTS AUDIT REPORT		ALLEGAN COUNTY		TONI ORNELAS		
10/01/00 THRU 10/19/00		48 TH JUDICIAL CIRCUIT COURT		DATE: 10/19/00		
USER: ALL		COURTHOUSE		TIME: 15:05:53		
		ALLEGAN MI 49010-0000				
CASE NUMBER	TRANSACTION DATE	ACCOUNT CODE	AMOUNT	EVENT NO	USER	COMMENTS
00-010857-FH	08/12/00	VIC	60.00	5	OSM	SENTENCING
00-777777-FH	09/30/00	FIN	100.00	3	GAH	SENTENCING
00-777777-FH	09/30/00	CST	200.00	3	GAH	SENTENCING
00-777777-FH	09/30/00	VIC	60.00	3	GAH	SENTENCING
TOTAL: 10			420.00			

Figure 144. Sample Assessments Audit Report

Printing the Report

The Assessments Audit Report is selected by typing information in the following fields from the Financial Management Menu:

ASSESSMENTS AUDIT REPORT

Type **X** to the left of this field.

DATE

Type the inclusive assessments dates desired in the DATE field (format = MMDDCCYYYY).

USER

Type the three characters at the end of a user id in this field to receive a report containing assessment records for a specific user.

Report Information

HEADER INFORMATION	Information at the top of the report includes circuit court name, county address, type of report requested, and date of report.
CASE NUMBER	Number assigned to the case.
TRANSACTION DATE	The date of the assessment.
ACCOUNT CODE	The three letter code assigned to the COP account (FIN, CST, VIC, etc).
AMOUNT	The amount of the assessment.
EVENT NO	The event number assigned to the court event at the time the assessment is created.
USER	The last three characters of the user id of the user that created the assessment record.
COMMENT	Comments from the assessment record.

ACCOUNT HISTORY

Overview

The Account History option gives the capability of either printing a report or individual account history statements or both, based on desired criteria. Account History statements can still be printed from the ROA individually or can be generated as a batch when several are needed.

ACCOUNT HISTORY REPORT		ALLEGAN COUNTY		ARLENA	
REPORT DATE: 11/13/02		48 TH JUDICIAL CIRCUIT COURT		DATE: 11/13/02	
DAYS SINCE LAST PAYMENT: 90		113 CHESTNUT STREET		TIME: 12:21:57	
JUDGE: ALL JUDGES		ALLEGAN MI 49010-0000		PAGE: 1	

DEFENDANT	CASE NUMBER	FILE DATE	SENTENCE DATE	LAST PAYMENT DATE	BALANCE
ADAMS, JANET, SUE	01-012126-FH-C	09/19/01	02/08/02	02/12/02	\$1,755.41
ADAMS, KEITH, ANDREAL	01-013345-FH-C	01/04/01	03/17/01	03/17/02	\$1,500.00

Sample Account History Report

Printing the Report

The Account History Report is selected by typing information in the following fields from the Financial Management Menu:

ACCOUNT HISTORY	Type X to the left of this field.
DAYS SINCE LAST PAYMENT	Enter the number of days since the last payment for the desired report and/or statements. Example: 90 in this field would list cases that have a balance and have not made a payment for 90 days or more.
JUDGE	Type the P-number of a judge when only a report or statements for their cases are requested. Leave blank for all judges.
REPORT	Enter X when requesting the Account History report.
STATEMENTS	Enter X when requesting Account History Statements.
UPDATE ROA WITH	Enter a valid code from Code Table 1 (which needs to be defined) if an automatic clerk event on the ROA is desired. Example: AHS (Account History Statement printed) could be

added to Code table 1 and when entered in this field, the ROA would be updated with a clerk event for the date printed and comment. Note: the code is only used when printing the statements, not the report.

NOTE: For an example of the Account History Statement, please refer to Chapter 3 under Register of Action and Account History.